

CHECKLIST FOR HALL OPENING & CLOSING For Hirers

Opening Village Hall:

- The Village Hall will be opened for you by the Caretaker/Key Holder

On arrival, confirm with the Caretaker/Key Holder that you know how to:

- operate hot water/heating controls
- use bar servery water boiler, if appropriate
- switch off lights, including in hallway
- drop catches to leave building secure if they leave before Caretaker arrives to lock up.

Closing Village Hall:

Lounge/Bar servery

- If you have not booked Caretaker Services with Cleaning, ensure that you leave the rooms you have used clean and tidy.
- Lock the rear door (ensure you drop the catch)
- Close all windows and switch off lights

Main Hall

- If you have not booked Caretaker Services with Cleaning, ensure that you leave the Hall clean and tidy.
- If used, put away microphone & stage lighting controls
- If used put away chairs & tables
- Check fire escape door is closed, close all windows & switch off lights

School Kitchen

- Clean & wipe down as per Hygiene requirements (see Hire of School Kitchen document) and check that you have only turned off the equipment that you have used and that you have not turned off anything that is marked not to be turned off.

General

- Ensure you take all personal items with you
- Check hot water/heating control is off
- Switch off all lights (N.B. coat cupboard, toilets & toilet corridor are automatic)
- Lock main entrance door (drop the catch)

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